

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**

Health Regulation Administration



**INFORMATION AND INSTRUCTIONS FOR APPLICATION TO PRACTICE  
DIETETICS AND NUTRITION**

We welcome your interest in becoming a licensed professional in the District of Columbia and look forward to providing expedient and professional service. However, the quality of our services is dependent on the completeness of your application. PLEASE READ THESE INSTRUCTIONS CAREFULLY. ANY APPLICATION NOT COMPLETED IN ACCORDANCE WITH THESE INSTRUCTIONS WILL BE RETURNED WITHOUT ACTION. ALL APPLICATION FEES (\$50.00) ARE EARNED WHEN PAID AND CANNOT BE TRANSFERRED OR REFUNDED.

You may mail your application and pending documents to the following address:

Department of Health  
Office of Professional Licensing/Board of Dietetics and Nutrition  
64 New York Avenue, NE  
1st Floor  
Washington, DC 20002

Applications by examination for the nutritionist exam must be submitted at least ninety (90) days prior to the examination date. Nutritionist examination fee is \$20.00.

Further inquiries may be made by calling the Board at (202)442-9200, Monday through Friday between 8:30 am to 4:00 pm.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**

Health Care Licensing and Customer  
Service Division



**INFORMATION AND INSTRUCTIONS FOR APPLICATION TO PRACTICE  
DIETETICS AND NUTRITION**

**GENERAL REQUIREMENTS FOR ALL APPLICANTS**

APPLICANTS MUST NOT HAVE BEEN CONVICTED OF AN OFFENSE WHICH BEARS DIRECTLY ON THE APPLICANTS FITNESS TO PRACTICE.

APPLICANTS MUST BE AT LEAST EIGHTEEN (18) YEARS OF AGE.

**APPLICANTS MUST SUBMIT THE FOLLOWING:**

1. COMPLETED AND NOTARIZED APPLICATION FOR DC LICENSE FORM (OPLA-24)
2. COMPLETED SUPPLEMENTAL INFORMATION/SUPERVISION FORM
3. TWO RECENT PASSPORT-TYPE PHOTOGRAPHS MEASURING 2" x 2"
4. CHECK OR MONEY ORDER FOR NINETY-FIVE DOLLARS (\$95.00). APPLICATION FEE IS EARNED WHEN PAID AND IS NOT REFUNDABLE. HOWEVER, THE LICENSE FEE OF \$45.00 WILL BE REFUNDED IN CASE OF FINAL DENIAL OF LICENSE OR IF CANDIDATE WITHDRAWS APPLICATION.

**EDUCATIONAL REQUIREMENTS**

SUBMIT TO THE BOARD CERTIFIED OFFICIAL TRANSCRIPTS MAILED DIRECTLY FROM EACH EDUCATIONAL INSTITUTION FROM WHERE CREDITS WERE EARNED. TRANSCRIPTS ARE ACCEPTED BY THE APPLICANTS IN A SEALED UNIVERSITY ENVELOPE WITH A REGISTRAR'S SIGNATURE ACROSS THE SEAL. **NUTRITIONISTS ARE REQUIRED TO SUBMIT A TRANSCRIPT.**

**DIETITIANS**

**PLEASE SUBMIT A CURRENT COPY OF YOUR COMMISSION ON DIETETIC REGISTRATION OF THE AMERICAN DIETETIC ASSOCIATION (CDRADA) CARD.**

APPLICANTS WHO HAVE BEEN OR ARE LICENSED IN OTHER JURISDICTIONS (STATES) A STATEMENT OF GOOD STANDING FROM ALL JURISDICTIONS WHERE THE APPLICANT IS CURRENTLY LICENSED OR HOLDS A CERTIFICATE ACTIVE OR INACTIVE.

## II. EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIETITIANS

- . An applicant who provides evidence of current registration as a registered dietitian with the Commission on Dietetic Registration of the American Dietetic Association (CDRADA) shall be deemed to have met the education and experience requirements
- B. An applicant shall attach written verification of current registration (i.e. copy of the CDRADA registration card) as a registered dietitian from CDRADA.

## III. EDUCATION AND TRAINING REQUIREMENTS FOR NUTRITIONISTS

- . An applicant shall furnish proof satisfactory to the Board of one of the following:
  - 1. Holds a baccalaureate or higher degree, with a major in human nutrition, food and nutrition, dietetics, or food systems management;
  - 2. Holds a baccalaureate or higher degree, with a major in a course of study found by the Board to be equivalent to one of the courses of study listed in 1.; or
  - 3. Has completed other training approved by the Board, which is substantially equivalent to the requirements of 1. and 2.
- B. Degrees required in 1. and 2. must have been received from an academic institution that was approved by the appropriate accrediting body recognized by the Council on Postsecondary Accreditation or the United States Department of Education at the time the degree was conferred.
- C. The applicant shall arrange for a certified transcript to be sent directly from the educational institution to the Board.
- D. The applicant shall furnish proof satisfactory to the Board that the applicant has completed preprofessional experience which meets the following requirements:
  - 1. The experience was obtained in a dietetic or nutrition program approved by the Board;
  - 2. The program was under the direction of a dietitian or nutritionist licensed or authorized to practice dietetics or nutrition in the United States;
  - 3. The experience consisted of a minimum of nine hundred (900) hours completed over a period of not less than twenty-two (22) weeks and not more than forty-five (45) weeks;
  - 4. At least once (1) hour per week of experience was under immediate supervision of a dietitian or nutritionist and remaining experience was under the general supervision of a dietitian or nutritionist; and
  - 5. The applicant's performance was rated at least satisfactory.
- E. The applicant shall demonstrate the experience by submitting with the application a statement from each supervisor during the required period of supervision as follows:
  - 1. Location and time periods of the training;
  - 2. Hours of supervised practice;
  - 3. Nature of practice;
  - 4. Performance ratings; and
  - 5. The supervisor's License number, if any, and jurisdiction in which authorized to practice.
- F. An applicant who has received a master's or doctoral degree in nutrition shall be deemed to have met the preprofessional experience requirements.

- G. An applicant who has been actively engaged in the practice of nutrition for not less than two (2) of the five (5) years immediately preceding the date of application shall be deemed to have met the preprofessional experience requirements.
- H. The Board may require that an applicant submit evidence that documents the nature of course work completed.

#### IV. DISTRICT EXAMINATION FOR NUTRITIONISTS

- . The applicant shall receive a passing score on a written examination on the practice of nutrition (The District Examination).
- B. The District Examination may include, but is not limited to, questions on the following subjects:
  - 1. Human nutrition;
  - 2. Diet Therapy;
  - 3. Nutrition counseling; and
  - 4. Community nutrition.
- C. The District Examination shall be administered for nutritionists at least two (2) times a year.
- D. An applicant who fails the District Examination on three (3) consecutive attempts may not retake the examination for one (1) year. Thereafter, the applicant may not retake the examination one year after each failure.
- E. An applicant who fails the District Examination three (3) times is not eligible for licensure in the District by examination, endorsement or reciprocity unless the applicant successfully completes a course or courses in each area of weakness as determined by the Board's analysis of courses in each area of the previous examination before the applicant may reapply for examination.

#### V. REQUIREMENTS FOR FOREIGN GRADUATES

- . The Board may grant a license to practice dietetics or nutrition to an applicant who completed an educational program in a foreign country, which program was not accredited pursuant to section III, if the applicant:
  - 1. Meets all requirements of the Act, and
  - 2. Demonstrates to the satisfaction of the Board that the applicant's education and training are substantially equivalent to the requirements of the Act in ensuring that the applicant is qualified to practice dietetics/nutrition by submitting the documentation required.
- B. An applicant under this section shall submit with the application a certification from one of the following that the applicant's foreign education is equivalent to the applicable requirements of the Act:
  - 1. A private education evaluation service approved by the Board; or
  - 2. A college or university approved by an accrediting body recognized by the Council on Postsecondary Accreditation or the Secretary of the United States Department of Education.
- C. If a document required by this Act is in a language other than English, an applicant shall arrange for its translation into English by a translation service acceptable to the Board and shall submit a translation signed by the translator attesting to its accuracy.

- \*General Supervision:** Supervision in which the supervisor is available on the premises or by communications device at the time the applicant is practicing.
- \*Immediate Supervision:** One-to-one supervision in which the supervisor is with the applicant and either discussing or observing the applicant's practice.